How do I "snooze" my Google Calendar reminders?

Tell Me

1. Google Calendar default notifications allow you to snooze reminders for 5 minutes. When the notification goes off and you click OK there's a banner that displays at the bottom of your calendar. Click the option Notify me again in 5 minutes to snooze the reminder.

2. You can also setup multiple reminders by:
   a. Log into Google Calendar
   b. Click on the gear icon
   c. Click on Settings
   d. Click on the link for your calendar under Settings for my calendars
   e. Click Event notifications
   f. Set your event notifications and/or all day notifications to what every you want, the default is 10 minutes. If you want "the snooze effect" set multiple notifications at decreasing intervals e.g. 1 hour, 15 minutes, 10 minutes, 5 minutes, 1 minute
   g. You can either have pop-up notifications and/or email notifications by selecting Notification or Email in the drop down menu

Related FAQs

- How do I schedule events on my manager's Google Calendar?
- How do I schedule a WebEx Meeting from Google Calendar?
- How do I create a calendar event from an email?
- What are nudges in Gmail and how do I turn them on/off?
- How do I make sure invitations emailed to me show on my Google calendar?